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**MOM – Design review, SRS queries & update**

Eltizam

Client Name

NeoSOFT is a SEI-CMMI Level-5 Global IT Consulting & Software Solutions Provider

**17th Aug,** 2023

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| **Meeting Date, Time, and Attendee Details** | |
| **Date** | 17th Aug 2023 |
| **Venue** | MS Teams |
| **Time** | 04.00 PM – 04.30 PM IST |
| **Meeting Type** | Project status discussions, Design review, SRS updates |
| **Internal Attendees** | * YallaReddy * Nikhita * Karthik Natarajan |
| **Client Attendees** | * Karuna Pawar |
| **MOM Prepared By** | * YallaReddy |

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| **Details of Meeting** | |
| **Sr. No.** | **Description** |
| 1 | Showed latest feedback changes to Karuna and confirmed to go next level approval for Resource master page. |
| 2 | Discussed approval things pending from Vinod to start next phases on project. |
| 3 | Karuna told that, we will try to get Vinod’s feedback changes for design by Wednesday or Thursday. We need to get this on time or else we will start effected for idle hours for team. |
| 4 | As per Karuna, we both are in sync on requirement gatherings but Calculations part, Reports & Currency master related things needs to finalized. |
| 5 | Figma URL  <https://www.figma.com/file/XWYl9trSHWtPdOCUUsqbYj/EltizamWebAdminApp?type=design&node-id=100-26750&mode=design> |
| 6 | Super Admin - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=100%3A26750&type=design&node-id=188-3750&viewport=1427%2C-875%2C0.23&t=mQOsCXjQdl6SPxbw-1&scaling=scale-down-width&starting-point-node-id=188%3A3750&mode=design> |
| 7 | Requestor - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=590%3A15981&type=design&node-id=939-85811&viewport=3273%2C-1193%2C0.46&t=gg0IOC4fRDaadAX8-1&scaling=contain&starting-point-node-id=645%3A39637> |
| 8 | Valuer - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=918%3A21571&type=design&node-id=918-63744&viewport=1458%2C314%2C0.2&t=IznqtEJ3bFjznZrM-1&scaling=scale-down-width&starting-point-node-id=918%3A21573> |
| 9 | Approver - Figma Protocol URL <https://www.figma.com/proto/XWYl9trSHWtPdOCUUsqbYj/ColliersWebAdminApp?page-id=746%3A19728&type=design&node-id=1126-40230&viewport=1260%2C-1835%2C0.15&t=m6N9hQaEJiJloeDG-1&scaling=scale-down-width&starting-point-node-id=1194%3A36064> |
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| **Actionable** | | | | | |
| **Sr. No.** | **Action Item** | **Assigned to** | **Assigned Date** | **Expected Completion Date** | **Status** |
| 1 | Feedback on submitted design pages from Eltizam team. | Karuna & Team | 8/17/2023 | 8/23/2023 | Pending |
| 2 | We need to finalize all calculation related things & open items by next week without miss. Or else, designer will be idle. | Karuna & Team | 8/17/2023 | 8/23/2023 | Pending |
| 3 | Freeze the requirements on all open items to make sure things goes well. | Karuna & Team | 8/17/2023 | 8/23/2023 | Pending |